



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SPECIAL INVESTIGATOR ASSISTANT

\$2,987 - \$3,497

FRAUD DIVISION

SOUTHERN LOS ANGELES COUNTY REGIONAL OFFICE

RESPONSIBILITIES: Under close supervision, the Special Investigator Assistant supports the activities and responsibilities of the Supervising Fraud Investigator I and the activities of the fraud investigative teams in the Regional Office. The incumbent will review suspected fraud cases; obtain supplemental information and contact witnesses; assist in the caseload management of a regional office; perform various investigative support activities such as statistical and data collection on criminal cases using a variety of computerized databases, evidence collection, review and preservation; prepare simple investigative charting using computers; prepare reports and other correspondence. ***Fingerprinting and background check are required.***

DESIRABLE QUALIFICATIONS:

- Proven ability to participate with other personnel in joint problem solving.
- Ability to complete delegated assignments.
- Ability to act independently upon notification by written or verbal instruction.
- Experience in working with various computer software (i.e. Microsoft Word, Excel, and Access).
- Possesses excellent verbal and written communication skills, including experience in preparing written reports.

WHO MAY APPLY: Applications will be accepted from current State employees at the Special Investigator Assistant level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “SPECIAL INVESTIGATOR ASSISTANT, PSN # 413-386-8611-005” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered for the position.

12/2/13 EMC

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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For additional information, please call Eva Crew at (916) 492-3310 or email eva.crew@insurance.ca.gov

FINAL FILING DATE: December 16, 2013 by 5 p.m., Close of Business

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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